

## Accountable Reimbursement Resolutions

The church governing body (Church Council or the church as a whole operating in a business meeting) must adopt a resolution creating an accountable reimbursement plan **before** it can be used. A few sample resolutions follow:

### Sample 1

*“The \_\_\_\_\_ Church of God, through this action of the Church Council, does hereby create an accountable reimbursement plan for Pastor \_\_\_\_\_. In addition to the compensation paid to Pastor \_\_\_\_\_, the church agrees to reimburse all necessary and proper business expenses incurred by him during the normal course of conducting business on behalf of the \_\_\_\_\_ Church of God up to an amount not to exceed \$\_\_\_\_\_ a year. Expenses must be substantiated to the church treasurer as to the date, amount, and business purpose within 30 days after they are incurred. Any excess reimbursement must be refunded to the church within 60 days after expenses are paid or incurred. This resolution shall be good and valid immediately from this point onward for this fiscal year and all years afterward unless changed by this body.”*

### Sample 2

*“The \_\_\_\_\_ Church of God, through this action of the Church Council, does hereby create an accountable reimbursement plan for Pastor \_\_\_\_\_. As a part of the compensation paid to Pastor \_\_\_\_\_, the church designates \$\_\_\_\_\_ each week/ \$\_\_\_\_\_ annually to reimburse all necessary and proper business expenses incurred by him during the normal course of conducting business on behalf of the \_\_\_\_\_ Church of God. Expenses must be substantiated to the church treasurer as to the date, amount, and business purpose within 30 days after they are incurred. Any excess reimbursement must be refunded to the church within 60 days after expenses are paid or incurred.*

*In addition to the expenses designated above, the \_\_\_\_\_ Church of God designates \$\_\_\_\_\_ each week/\$\_\_\_\_\_ annually as ministerial housing allowance to cover the costs of Pastor \_\_\_\_\_ housing expenses as a duly ordained, licensed, or commissioned Minister of the Gospel.*

*Further, in addition to the items designated previously, the \_\_\_\_\_ Church of God designates \$\_\_\_\_\_ each week/\$\_\_\_\_\_ annually as salary for Pastor \_\_\_\_\_.*

*This resolution shall be good and valid immediately from this point onward for this fiscal year and all years afterward unless changed by this body.”*